

Public Safety Branch
Police Group
Police Administration Series

POLICE CHIEF

10/86

CHARACTERISTICS OF THE CLASS:

Under administrative direction is responsible for the planning, coordinating and directing of the administrative functions and public safety activities of the City's Police Department: performs related duties as required.

EXAMPLES OF DUTIES:

Enforces and complies with established federal, state and local public safety ordinances, rules and regulations; cooperates with federal, state and county law enforcement agencies as necessary; meets with judges and prosecutors concerning application and interpretation of new laws; reviews, evaluates current and develops new operational and administrative policies and procedures and makes changes when necessary; makes judgment decision according to rules and regulations; plans and carries out departmental goals and objectives; confers with departmental personnel to discuss and resolve operational and administrative problems; reviews and evaluates current and new academic and hands-on training methods of police recruits.

Coordinates activities with other city departments; directs the preparation of the department's annual budget; reviews and approves departmental expenditures; serves on boards and committees; participates in collective bargaining negotiations with the police union; directs studies of the City's public safety needs; discusses staffing needs with unit supervisors; makes presentations at Council, Civil Service Commission and other board meetings.

Is responsible for the conduct of the police officers and the public image of the department; reviews results of investigations concerning alleged misconduct and accident reports; reviews grievances filed by police officers and makes recommendations; reviews and approves disposition of disciplinary hearings; supervises the selection and training of new police officers; enforces personnel rules and regulation standards of conduct and work attendance; assures compliance with safe working practices and procedures; assigns, reviews and evaluates the work of assigned personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduated from an accredited college or university with a Bachelor's Degree in Law Enforcement, Police Science, Business Administration or closely related field and ten years of progressively responsible Police Officer experience in a major metropolitan municipality police agency of similar size to the City of El Paso's including six years in an executive level law enforcement management capacity, and have attained the minimum rank of Captain; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of the methods, principles, practices and techniques of current police administrative work; comprehensive knowledge of public safety laws concerning large municipalities; considerable knowledge of managerial methods, practices and techniques; considerable knowledge of budgetary practices, procedures and controls; considerable knowledge of safe working practices and procedures; good knowledge of the practices and techniques of planning.

Ability to plan, organize, direct and conduct the administrative functions and activities of a multi-divisional municipal police department; ability to establish impartial interpersonal relationships with community groups and neighborhood organizations of different ethnic origin; ability to identify municipal public safety needs and take appropriate action; ability to impartially work for and with the public; ability to exercise good judgment and make sound decisions; ability to express oneself clearly and concisely both orally and in writing; ability to plan, assign, supervise review and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare reports.

Skill in the use and care of firearms; skill in the operation of a motor vehicle.

Physical Requirements: Mobility within an office and field environment; subject to call during non-working hours; operation of a motor vehicle through city traffic.

Licenses and Certificates: Possess or be qualified to receive a Peace Officer License issued by the Texas Commission on Law Enforcement Officer Standards and Education; Texas Class "C" driver's license.

Director of Personnel

Department Head

OFFICIAL